

ISO

House

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION

ISO RECOMMENDATION R 269

SIZES OF CORRESPONDENCE ENVELOPES AND POCKETS

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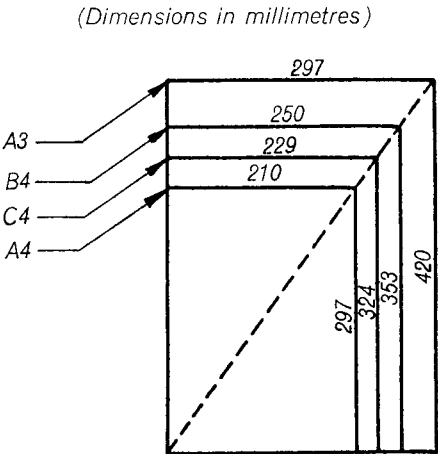
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FOREWORD

In view of the development of ISO Recommendation R 216 relating to *Trimmed Sizes of Writing Paper and Certain Classes of Printed Matter*, it has been considered desirable to prepare an ISO Recommendation for the *Sizes of Correspondence Envelopes and Pockets* suitable for use with the principal sizes of paper in that ISO Recommendation.

The general principles underlying the development of the ISO-A and ISO-B Series of paper sizes can also be applied to the correspondence envelopes and pockets to contain papers in these sizes (as will be seen from the figure on the right), especially if the sizes of an intermediate series, known as the C Series, are introduced between sizes in the ISO - A and ISO - B Series.



The sizes of this intermediate C Series are as follows:

Symbols	Sizes	
	millimetres	inches
C0	917 × 1297	36.10 × 51.06
C1	648 × 917	25.51 × 36.10
C2	458 × 648	18.03 × 25.51
C3	324 × 458	12.76 × 18.03
C4	229 × 324	9.02 × 12.76
C5	162 × 229	6.38 × 9.02
C6	114 × 162	4.49 × 6.38
C7	81 × 114	3.19 × 4.49
C8	57 × 81	2.24 × 3.19
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In practice, it is not necessary to have available every one of the C Series sizes. In fact, papers are folded in many different ways and therefore some adjustment is necessary. This ISO Recommendation takes account both of the underlying principles and of practical necessities.
